

## **Historic, Archive Document**

Do not assume content reflects current scientific knowledge, policies, or practices.



PROCEDURE TRANSMITTAL

Procedure Manual

CHANGE ADMINISTRATIVE NOTICE NO. 5 OMS PERSONNEL ASSIGNMENTS: C. W. Kitchen has been designated to succeed Lee Marshall as Director of Marketing Services. The position of Associate Director is abolished. In the absence of the Director, the following persons in the order named are authorized to serve as Acting Director:

1. Deputy Director for Operations.
2. Deputy Director for Civilian Programs
3. Deputy Director for Management

INSERT AND CHANGE PROCEDURE LETTER NO. 3 (CLASSIFICATION 111) CHANGE IN ORGANIZATION - OMS - WASHINGTON: This Procedure Letter was attached to Procedure Transmittal No. 3. In paragraph I, fifth line, delete the words "Office of Supply."

INSERT OMS INS. 318.2 LEAVE RECORDS AND ROUTINES: This Instruction defines leave terms; designates leave supervisors and outlines their responsibilities; states how approval of leave is obtained; prescribes the preparation of leave records and the posting of leave records; explains how to determine the amount of leave which can be used; defines leave without pay; prescribes procedures for disposition of leave records of separated employees, and handling of leave records of detailed employees; and gives leave rules that leave supervisors must know.

INSERT OMS INS. 318.3 TIME AND ATTENDANCE REPORT: This Instruction designates leave supervisors as reporting officers; defines reporting periods; prescribes procedure for preparation, maintenance, certification, and transmission of Time and Attendance Reports; for the handling of reports for separated and detailed employees and of supplemental reports; and for delivery of pay. The last paragraph (III) will not be in effect until the March 5 delivery of pay.

INSERT OMS INS. 421.1 CORRESPONDENCE IN WASHINGTON OFFICES: Outlines detailed instructions to Washington offices for preparation and signature of correspondence. Supplements the Government Printing Office Style Manual and the U. S. Department of Agriculture Correspondence Style Manual (Sept. 1944). Washington Administrative Officers shall request additional copies of this Instruction and distribute one copy to each stenographer in the Branch or Division or stationed at Beltsville, Md.



PROCEDURE TRANSMITTAL

CHANGE OMS INS. 444.A SAFEGUARDING SECRET, CONFIDENTIAL, AND RESTRICTED INFORMATION:

The following sentence should be inserted immediately after "I. General:" "The Chief of the Administrative Services Division is designated Security Officer for OMS."

REMOVE UNNUMBERED MEMORANDUM FROM THE DEPUTY DIRECTOR FOR MANAGEMENT, DATED 12-12-44, "DELAYED PAY DAYS": Superseded by memorandum from the Director of Finance to all employees dated 12-23-44, on the same subject.

REMOVE UNNUMBERED MEMORANDUM FROM THE CHIEF, ADMINISTRATIVE SERVICES DIVISION, TO BRANCH AND DIVISION CHIEFS, DATED 5-27-42, "REPLY TO LETTERS REFERRED FROM THE OFFICE OF THE SECRETARY": Superseded by OMS Ins. 421.1.

REMOVE UNNUMBERED DIRECTOR'S MEMORANDUM, DATED 2-7-44, "EXPEDITING ADMINISTRATOR'S CORRESPONDENCE": Superseded by OMS ins. 421.1.

REMOVE UNNUMBERED DIRECTOR'S MEMORANDUM, DATED 2-7-44, "MEMORANDA FOR DIRECTOR'S SIGNATURE": Superseded by OMS Ins. 421.1.

REMOVE UNNUMBERED MEMORANDUM FROM W. C. CROW, ASSISTANT DEPUTY DIRECTOR, TO BRANCH AND DIVISION CHIEFS, DATED 10-6-44, "PREPARATION OF ADMINISTRATOR'S CORRESPONDENCE": Superseded by OMS Ins. 421.1.

REMOVE DIRECTOR'S MEMORANDUM NO. 2, SUPPLEMENT 32, DATED 3-11-44, TRANSFER OF MACHINE TABULATION SECTION, ADMINISTRATIVE SERVICES DIVISION: Requirements completed.

REMOVE DIRECTOR'S MEMORANDUM NO. 2 SUPPLEMENT 40, DATED 5-18-44, FIELD RELATIONS: Superseded by OMS Ins. 111.1.

REMOVE DIRECTOR'S MEMORANDUM NO. 2 SUPPLEMENT 42, DATED 6-2-44, TRANSFER OF THE OFFICE OF CHIEF OF FIELD RELATIONS: Superseded by OMS Ins. 111.1.

REMOVE DIRECTOR'S MEMORANDUM NO. 2, SUPPLEMENT 43, DATED 6-13-44 (REV. 7-26-44), "ESTABLISHMENT OF THE BUDGET AND ORGANIZATION DIVISION:" Superseded by OMS Ins. 111.1.

REMOVE DIRECTOR'S MEMORANDUM NO. 3, SUPPLEMENT 40, DATED 8-1-44, ADVISORY COMMITTEE ON PERSONNEL CEILINGS: Obsolete

REMOVE DIRECTOR'S MEMORANDUM NO. 3, SUPPLEMENT 43, DATED 9-8-44, "PERSONNEL ASSIGNMENTS:" Obsolete

REMOVE DIRECTOR'S (ADMINISTRATOR'S) MEMORANDUM NO. 5, DATED 3-25-42, STANDARDIZATION AND ELIMINATION OF FORMS: Superseded by OMS Ins. 103.3

REMOVE DIRECTOR'S MEMORANDUM NO. 34, DATED 5-27-42, "INSTRUCTIONS REGARDING THE SIGNING OF CORRESPONDENCE, MEMORANDA OR DOCUMENTS:" Superseded by OMS Ins. 421.1.

PROCEDURE TRANSMITTAL

---

REMOVE DIRECTOR'S MEMORANDUM NO. 34, SUPPLEMENT A, DATED 5-29-42, "INSTRUCTIONS REGARDING THE SIGNING OF CORRESPONDENCE, MEMORANDA, OR DOCUMENTS:" Superseded by OMS Ins. 421.1.

REMOVE DIRECTOR'S MEMORANDUM NO. 34, SUPPLEMENT 1, DATED 7-5-43, "INSTRUCTIONS REGARDING THE SIGNING OF CORRESPONDENCE, MEMORANDA, OR DOCUMENTS:" Superseded by OMS Ins. 421.1.

REMOVE DIRECTOR'S MEMORANDUM NO. 66, DATED 5-26-44, DESIGNATION OF SECURITY OFFICER: Superseded by OMS Ins. 444.A.

REMOVE G.A.I. - 2352, DATED 5-31-44 (REV. 12-16-44), LEAVE RECORDS AND ROUTINES: Superseded by OMS Ins. 318.2

REMOVE G.A.I. - 2353, DATED 7-4-44 (REV. 12-16-44), TIME AND ATTENDANCE REPORTS: Superseded by OMS Ins. 318.3.

Forms Manual

OBSOLETE FORM AD-16 (WASHINGTON) APPLICATION FOR LEAVE: Superseded by Form SF-71. The A/S Division will salvage existing stock.

INSERT STANDARD FORM NO. 64 OFFICE MEMORANDUM:

INSERT FORM SF-70 "LEAVE RECORD":

INSERT FORM SF-71 "APPLICATION FOR LEAVE":

INSERT STANDARD FORM 72 "TIME AND ATTENDANCE REPORT":

INSERT STANDARD FORM 72a "TIME AND ATTENDANCE REPORT":

INSERT FORM AD-202 "AUTHORIZATION OF TRAVEL:" This form shall be prepared for all official travel.

INSERT FORM AD-206 "AUTHORIZATION - AMENDMENT": This form shall be used for amending original authorizations for travel.

INSERT FORM FDA-812 (10-21-44) "TRIAL PERIOD REPORT":

INSERT FORM FDA-813 (10-21-44) "FINAL TRIAL PERIOD REPORT":

OBSOLETE FORM NO. 4400(CSC) LEAVE AUTHORIZATION RECORD: Superseded by Form SF-70 and SF-70a. The A/S Division will salvage existing stock.

PROCEDURE TRANSMITTAL

---

OBSOLETE FORM NO. 4401 PAY ROLL NOTICE OF LEAVE WITHOUT PAY: Superseded by  
Standard Form 72. The A/S Division will salvage existing  
stocks.

OBSOLETE FORM NO. 4404 SEMI-MONTHLY REPORT OF LEAVE WITHOUT PAY: Superseded by  
Standard Form 72. The A/S Division will salvage existing  
stock.

OBSOLETE FORM NO. 4405 CERTIFICATE OF PHYSICIAN OR PRACTITIONER: Superseded by  
Form SF-71. The A/S Division will salvage existing stock.



Personnel  
Employment  
Time and Pay

B Non-Routine -

1 The employee shall execute SF-71 and present it for approval of the Leave Supervisor.

2 SF-71 for non-routine leave requiring the approval of the Leave Supervisor and Administrative Officer (or other designated official) shall be submitted by the Administrative Officer to the Personnel Division with the following forms:

| <u>For</u>                                 | <u>Submit:</u>  |
|--|---|
| a Advanced Sick Leave                      | Physician's certificate on reverse of SF-71 properly executed.<br><br>SF-70   |
| b Leave without pay for more than 30 days. | If for illness, a physician's certificate or reverse of SF-71 executed.<br><br>If for reasons other than illness, a brief justification.<br><br>Form FDA-157, Revised, "Request for Personnel Action", prepared by Administrative Officer. FDA-157<br><br>SF-70 |
| c Extended Annual Leave                    | Brief justification<br><br>SF-70  |

3 The Personnel Division returns SF-71, when approved, to the Administrative Officer of the branch or staff division with the SF-70. The Leave Supervisor shall indicate on SF-70 by pay periods the annual or sick leave taken; LWOP by one entry; and advanced sick leave, noting in the "Remarks" column the date on which the leave will be liquidated. In place of the initials of the employee, "SF-71" shall be entered on SF-72.

VI PREPARATION OF SF-70 or 70a

A The Leave Supervisor shall prepare SF-70 or 70a for each employee under his supervision as of January 1, 1945. He shall enter in the space marked "Identification No." the name of the branch or staff division. In the space marked "Balance Forward", he shall enter the annual and sick leave carried over from 1944 as shown on each employee's CSC Form 4400, "Leave Authorization Record". If there is unliquidated advanced sick leave carried over, it should be shown in red.

B Leave Supervisors shall mark on CSC Forms 4400 the amount of annual and sick leave entered on SF-70 or 70a and send the CSC Forms 4400 to the Personnel Division for audit.

C The Personnel Division sends to Leave Supervisors pre-posted SF-70 or 70a for new employees. Leave Supervisors shall keep a memorandum record of leave until the SF-70 is received.

#### VII POSTING SF-70 and 70a

On the last day of each reporting period, the leave supervisor shall post a summary of all leave except LWOP from SF-72 on SF-70 or 70a of employees who have been absent during that period. Each period of leave without pay is posted separately and exact hours of absence must be shown. (See Forms Manual.)

#### VIII DETERMINATION OF AMOUNT OF LEAVE WHICH CAN BE USED

When the total leave taken to date exceeds the amounts indicated below, an employee must be placed on leave without pay unless he has been granted advanced sick leave:

##### A Permanent Employees -

1 Annual - Add 208 hours accrual for the current year to the amount of annual leave shown in the "Balance Forward" column and subtract the amount of annual leave taken to date.

2 Sick - Subtract the amount of sick leave taken in the current year from the total of the amount of sick leave shown in the "Balance Forward" column and the amount in the accrual column as of the end of the current month.

##### B Permanent First Year Employees -

1 Annual - Add the amount of annual leave accrued through the end of the current month to the annual leave carried over from the previous calendar year, if any. Subtract the annual leave taken in the current year.

2 Sick - Same as in paragraph VIII A, 2 above.

##### C Temporary Employees -

1 Temporary employees earn 20 hours annual leave and 10 hours sick leave for each "month of service" continuously employed or in pay status. Calendar months are not the basic period for figuring leave of these employees.

a "Month of service" can best be defined by examples. If the employee begins the month of service on February 8, it will end on March 7; if on July 6, it will end on August 5, etc.



Personnel  
Employment  
Time and Pay

b Credits of 20 hours annual and 10 hours sick leave are made at the end of each full "month of service."

c Credit shall not be granted for part of a month. If leave without pay is taken, employee earns no leave for the part of the "service month" immediately preceding the LWOP. New leave "month of service" begins the date of return to duty.

d If appointment is for 30 days, employee must start annual leave 20 hours before the end of "month of service."

2 If the Leave Supervisor receives a SF-70a for a temporary employee, he should consult the Leave Adviser concerning any question as to the proper credits.

## IX LEAVE WITHOUT PAY

A More than 30 days - Refer requests to Administrative Officer.

B Charge Because of Leave Without Pay - When a permanent or first-year employee is on leave without pay 15 days or more during a calendar year, he shall be charged 8 hours of annual and 4 hours of sick leave for each period of LWOP aggregating 15 days. An additional charge of 4 hours annual leave shall be made for each aggregate of 90 days LWOP in a calendar year. Use red pencil to make these charges. Make explanation of the charges under Remarks. Consult the Leave Adviser when such a charge is made if it causes the total leave charged to exceed the total credit through the year for permanent employees, or the total credit through the current month for first year employees.

C When Granted - Leave without pay may be granted even though the employee has annual leave to his credit.

## X DISPOSITION OF LEAVE RECORDS OF SEPARATED EMPLOYEES

The Leave Supervisor shall indicate the last day of duty in the Remarks Column and transmit the employee's SF-70 or 70a to the Administrative Officer to be attached to the Form FDA-157 before transmitting it to the Personnel Division. Questions about leave for retiring employees should be referred to the Leave Adviser before preparing Form FDA-157.

## XI LEAVE RECORDS OF DETAILED EMPLOYEES

The Leave Supervisor from whom an employee is detailed shall maintain the SF-70 or 70a of the detailed employee. Any leave taken by the employee must be supported by an executed SF-71 approved by the supervisor to whom the employee is detailed.

## XII LEAVE RECORDS OF EMPLOYEES TRANSFERRED WITHIN OMS

The Leave Supervisor shall indicate the last day of duty in the Remarks Column and transmit the employees SF-70 or 70a to the Administrative Officer.

The Administrative Officer shall forward the form to the Personnel Division attached to a memorandum requesting them to audit the Leave Record and forward it to the branch or staff division to which the employee is being transferred.

### XIII LEAVE RULES THAT LEAVE SUPERVISORS MUST KNOW

A 31st Day of Month - Leave is earned on the basis of a standard 30 day month. However, if time is taken off on the 31st, leave must be charged for that day.

B Combining Two Periods of Leave - Two periods of leave on the same day may be combined to total the minimum charge; two periods on different days may not. Example: Thirty minutes in the morning and 1- $\frac{1}{2}$  hours in the afternoon of same day would count as two hours. If the last 30 minutes of one work day is taken and 1- $\frac{1}{2}$  hours the morning of the next day, the charges are one hour and two hours respectively.

#### C Holidays -

1 No charge of annual or sick leave may be made for absence on a holiday.

2 An employee absent on a holiday without permission is subject to disciplinary action, the minimum penalty of which is reprimand and loss of one day's pay.

3 Absence from duty on a holiday may be excused in the following cases:

a If employee applies for and is granted leave for at least one work day immediately preceding and immediately following the holiday.

b If employee reports he was ill and it is administratively determined he was sick.

c For emergency reasons.

D Minimum Credit for Annual Leave Earned - Four hours or  $\frac{1}{2}$  day. Additional credits in multiples of  $\frac{1}{2}$  day.

E Minimum Charge for Annual Leave Taken - One hour. Additional leave will be charged in multiples of one hour.

F Minimum Credit for Sick Leave Earned - One hour. Additional credits in multiples of one hour.

G Minimum Charge for Sick Leave Taken - One hour. Additional leave will be charged in multiples of one hour.

H Sick Leave for Medical, Dental, or Optical Treatment -

---

Personnel  
Employment  
Time and Pay

1 Must be requested in advance.

2 Must be supported by a personal certificate of the employee on SF-71. The name of the practitioner or physician shall be shown in the space provided; the address and hour of appointment under remarks. (See Forms Manual).

3 Reasonable travel time may be included.

I Sick Leave of more than 3 days - Must be supported by medical certificate submitted within 15 days after return to duty. If employee fails in attempt to secure services of physician, statement of employee relating facts may be accepted.

J Advanced Sick Leave -

1 Cannot be granted in excess of 30 days in aggregate.

2 May not be granted for a period of absence of less than 5 days.

3 Application must be referred to Personnel Division for approval.





Personnel  
Employment  
Time and Pay

## I PURPOSE

This Instruction establishes the procedure for maintaining time and attendance records of all employees on SF-72 or 72a, "Time and Attendance Report."

SF-72  
SF-72a

## II TIME AND ATTENDANCE REPORT, SF 72 OR 72a

The two forms differ only in size. SF-72 is used to maintain the records of 10 or less employees; SF-72a to maintain the records of more than 10 employees. Hereafter there will be no mention of SF-72a but it may be used in place of SF-72. SF-72 is used to record daily attendance and absence of employees, and acknowledgment by employees of leave taken, except when SF-71 "Application for Leave" is submitted.

SF-71

**A Reporting Officers** - Those persons designated as "Leave Supervisors" maintain and sign SF-72 for employees whose leave records they maintain.

**B Reporting Periods** - From the 1st through the 15th and from the 16th thru the last day of each month. The first report will cover the period January 1 through January 15, 1945.

**C Preparation and Maintenance** - Instructions are on the reverse of SF-72. (See Forms Manual.) The Leave Supervisor shall prepare the form prior to the beginning of each reporting period and shall maintain it by checking attendance in pencil and making other notations in ink.

**D Certification** - The Leave Supervisor totals and signs the forms on the morning of the first day after the last day of the reporting period.

**E Posting to Leave Record** - When the SF-72 has been signed, the Leave Supervisor shall post a summary of all leave except LWOP from the SF-72 to the SF-70, "Leave Record", of all employees who have been absent during that period. Each period of LWOP is posted separately. (See Forms Manual.)

**F Transmission** - As soon as the Leave Supervisor posts the SF-70, he shall send the original and copy of the SF-72 thru the Administrative Officer to the Fiscal Division. Prompt delivery to the Fiscal Division will expedite pay delivery.

**G Supplemental Reports** - When a change must be made in a SF-72 after it has been sent to the Fiscal Division, the Leave Supervisor shall prepare a "supplemental" SF-72, listing only the name or names of the persons whose record must be changed; clearly mark "supplemental" at the top of the form; and transmit it to the Fiscal Division.

H Separated Employees - The Leave Supervisor shall note the last day and hour of active duty on the SF-72 opposite the separated employee's name.

I Detailed Employees - The Leave Supervisor from whom an employee is detailed shall maintain SF-72 of the detailed employee. Any leave taken by the employee must be supported by an executed SF-71 approved by the supervisor to whom the employee is detailed.

### III DELIVERY OF SALARY--CHECKS OR CASH

The Fiscal Division shall check SF-72, and retain the check or cash slip of the employees who have leave without pay, noting on the copy of the form the reasons for the withholding. The remainder of the checks and cash slips attached to the copy of the form shall be delivered to the Administrative Officers of Branches and Staff Divisions. The Fiscal Division shall inform the Administrative Officers when the checks and cash slips may be picked up. Leave Supervisors shall file the copy of SF-72 when pay has been delivered.



## I SCOPE

This Instruction outlines basic correspondence definitions and rules for the use of both dictators and stenographers in Washington or Beltsville, Maryland. All information obtained during employment with the Government is confidential and must not be discussed except for official purposes. Correspondence includes official letters, memoranda, telegrams, licenses, certificates, permits and similar written communications, either initiated within OMS or in reply to incoming communications, copies of which are required for official records.

## II AUTHORIZATIONS FOR SIGNING CORRESPONDENCE

In most cases inter-and intra-Departmental correspondence will be directed to other organizational units on a comparable level—that is, Director's correspondence to heads of other agencies, Branch or Staff Division Chief's correspondence to Chiefs of other Branches or Staff Divisions. 1/ Branch and Staff Division Chiefs are authorized to sign correspondence falling within the scope of their responsibilities. Branch and Staff Division Chiefs may authorize subordinate officials to sign correspondence by issuing a written delegation to designated individuals. Copies of such authorizations must be furnished to the Vice Unit of the Communications and Records Section, Administrative Services Division.

## III SIGNATURES FOR CORRESPONDENCE

A Administrator's Correspondence - Prepared for the signature of the War Food Administrator or a member of his staff where it:

- 1 Involves over-all policy on activities of more than one organization within WFA.
- 2 Is addressed to heads of other executive departments, independent establishments, or Government agencies where matters of WFA policy are involved.
- 3 Is in reply to incoming correspondence covered by a yellow jacket.

B Director's Correspondence - Prepared for the signature of the Director or a member of his immediate staff where it:

- 1 Is congressional correspondence (addressed either to a Senator or to a Congressman) and is
  - a In reply to a letter addressed to the Director.

---

DISTRIBUTION: A,W, All Washington and Beltsville, Md. Stenographers  
2-5-45

Sheet 1

1/ Staff Divisions are those divisions reporting to the Deputy Director for Management.

b Outlining OMS policy or establishing a precedent.

c In reply to a letter pertaining to policy matters whether or not the incoming correspondence is addressed personally to a Branch or Staff Division Chief.

d In reply to a letter addressed to OMS pertaining to non-policy matters where the incoming letter is not addressed personally to a Branch or Staff Division Chief.

2 Pertains to the establishment or interpretation of over-all OMS policies and procedures, or policies and procedures falling within the responsibilities of a Deputy Director.

3 Is addressed to the Office of the War Food Administrator.

4 Is addressed to the Solicitor.

5 Relates to citations and seizures under any regulatory laws administered by OMS.

6 Invites individuals to become members of Industry Advisory Committees and confirms their appointment thereon.

7 Relates to violations of priority or allocations orders or regulations administered by OMS.

8 Grants or denies petitions for relief under food orders, or relates to decisions on appeals from decisions previously rendered.

9 Suspends a license, withdraws a service or advises that OMS is taking action on charged violations of an Act or a regulation under an Act.

10 Is addressed to foreign food missions.

11 Is in reply to incoming correspondence covered by a green-jacket.

C Branch and Staff Division Correspondence - Prepared for signature within a Branch or Staff Division.

1 By Chief of Branch or Staff Division when it does not involve over-all OMS policy and

a Is in reply to congressional correspondence addressed to a Branch or Staff Division Chief and falls within his scope of responsibility.

b Is addressed to officials of other governmental agencies on a comparable administrative level and concerns matters relating to the operations of the Branch or Staff Division.

2 By other officials authorized by the Chief of the Branch or Staff Division where correspondence does not involve OMS policy and



Office Services  
Communications  
Correspondence

a Pertains to the operations of the Branch or Staff Division, and is addressed to individuals on a comparable administrative level.

#### IV INSTRUCTIONS TO DICTATORS

A Prompt Handling - All incoming correspondence must be handled promptly.

1 Jacketed Mail - Has a three-day limit for reply. If lack of information delays a complete reply, the dictator should acknowledge the correspondence within three days and should make a complete reply as soon as possible. If the correspondence must be referred to someone else for reply, it should be forwarded without delay and should be cleared through the Vise Unit.

2 Other than Jacketed Mail - Must be handled, or where information is not immediately available, must be acknowledged within seven days.

B Signing Correspondence - Correspondence shall be signed by the authorized individual for whose signature it is prepared. When an official anticipates being away from the office for some time, he shall designate an individual to serve as "Acting" and to sign or initial correspondence in that official capacity. The Vise Unit should be notified by telephone of such designations.

C Style and Tone - Correspondence should be brief but comprehensive, simply stated, courteous, and should contain constructive, affirmative statements rather than argumentative, blunt ones. All questions in incoming letters should be answered insofar as possible, and necessary facts should be clearly and accurately stated. At no time should correspondence contain criticism, either direct or implied, of any bureau, agency, or program, nor should the dictator make any determinations which are the responsibilities of other agencies. The use of the pronoun "I" should be avoided wherever possible. Congressional correspondence should not be closed with such an expression of appreciation of the interest of the Congressman as would give the letter either a condescending or apologetic tone.

D Mention of Agency - Whenever it is necessary to mention OMS specifically in Administrator's correspondence outside the Department, it should be made clear that the agency is a part of the War Food Administration—for example, "our Office of Marketing Services."

E Congressional Correspondence -

1 Inquiries to Field - Letters to a regional or field representative asking for information relative to inquiries from Congressmen must be attached to the replies to the Congressmen prepared for the signature of either the Administrator or of the Director.

2 Signatures - No congressional mail shall be signed below the level of Branch or Staff Division Chief.



3 Enclosure of Copies - Wherever possible, when a copy of a letter from OMS to a constituent is enclosed in the reply to the Congressman, the signed letter to the constituent must accompany the letter for the signature of the Administrator or Director. Likewise, correspondence enclosing copies of letters to be signed either by the Administrator or the Director shall not be mailed until it is definitely ascertained that the original has been signed.

## V INSTRUCTIONS TO SECRETARIES, STENOGRAPHERS AND TYPISTS

A General - Correspondence shall be prepared according to the Department of Agriculture Correspondence Style Manual. Copies of the Manual may be obtained from the Training and Safety Section of the Personnel Division.

B Appearance - OMS and its personnel are constantly judged by the character, tone, and appearance of its correspondence. A soiled or smeared letter or memorandum in which corrections are carelessly made indicates to the reader an inefficient organization. It is important that correspondence be neat, well spaced, and carefully prepared.

### C Types of Correspondence -

1 Within the Government - Correspondence within the Department, and the War Food Administration or between the Department and other Federal agencies, where routine matters are concerned, shall be prepared as a memorandum on Standard Form No. 64 (Page 8, Correspondence Style Manual). SF-64

2 Outside the Government - Correspondence with Congressmen, private concerns, and individuals outside the Government shall be prepared on letter-head paper in the letter form prescribed in the Correspondence Style Manual (page 3).

3 Telegrams - Prepared according to instructions in the Correspondence Style Manual (Page 16) with one exception: Only the original and one white carbon will be submitted to the Department Telegraph Office. This is in addition to the OMS file copies.

4 Special Types of Correspondence - For instructions covering foreign and territorial correspondence, dockets, legislative reports, etc., see the Style Manual (Pages 14, 15, 20, and 22). The subscript must be typed on foreign and territorial correspondence as prescribed by the Style Manual.

D File Copies - Two carbon copies--one yellow (subject file) and one green (alphabetical file)--of all correspondence including telegrams, in addition to those indicated in the Style Manual, must be prepared for the Communications and Records Section, except where case files have been officially established within Branches and Staff Divisions. Incoming correspondence shall be attached to the yellow copy. Extra copies shall not be prepared for return to the originating office after signature by the authorized official.

E Administrative Symbols and Codes - Shall be used on correspondence originating within OMS to identify the Branch or Staff Division, and the Division or Section. (See OMS Ins. 105.1 for Administrative Symbols and

---

Office Services  
Communications  
Correspondence

Codes). The symbol shall be typed immediately above the date, flush with the first letter of the month. Above the symbol shall be typed, "In Reply Refer to:" The entire identification would then be:

In Reply Refer to:

B&O-2

Date

No symbols shall be typed on Administrator's or Secretary's correspondence.

F Date - Shall not be typed on any Administrator's, Secretary's, or Director's correspondence. Branch and Staff Division correspondence shall be dated at the time of preparation and when prepared after 2:30 p.m., shall be dated the next work day, except in unusual cases.

G Complimentary Close and Title - Director's correspondence shall have the complimentary closing "Sincerely yours,". No name shall be typed on the letter, and the title "Director" shall be indented ten spaces to allow for the insertion of "Acting," "Associate," "Deputy", etc., when necessary.

H Legend on File Copies - The legend on file copies shall be typed as set forth in the Style Manual (Page 2). Correspondence prepared for signature outside OMS should have the bureau identified by placing "OMS" immediately above the name of the dictator and stenographer's initials on all file copies.

I Assembly of File - Files for various types of correspondence shall be assembled as indicated below:

1 Administrator's or Secretary's correspondence (Style Manual, p.11)

Jacket

Outgoing Letter (and extra copies, if required)

Enclosures

Envelope (lengthwise, address side up, flush with top left side of the paper)

Carbon copies for persons other than the addressee

Envelopes (arranged as above)

Salmon copy

Salmon copy of original draft (if letter has been rewritten)

3 white file copies

Copies of enclosures (if any)

Yellow copy

Incoming letter and attachments

Previous correspondence

Green copy



**2 Director's correspondence:**

Green jacket  
Outgoing letter  
Enclosures  
Envelope (lengthwise, address side up, flush with top left side of the paper).  
Carbon copies for persons other than addressee  
Envelopes (arranged as above)  
Yellow copy  
Yellow copy of original draft (if letter has been rewritten in a different organizational unit)  
Copies of enclosures (if any)  
Incoming letter and attachments  
Green copy

**3 Branch or Staff Division correspondence:**

Outgoing Letter  
Enclosures  
Envelope (penalty, non-penalty, or chain, as the case may be)  
Carbon copies for persons other than addressee  
Envelope  
Yellow copy  
Copies of enclosures (if any)  
Incoming letter and attachments  
Green copy

**J** Initialing and Clearance - All officials approving the correspondence including the dictator, shall initial the last page of the yellow copy in the lower left corner. Director's correspondence shall be initialed by the Chief or Acting Chief of the Branch or Staff Division in which it is prepared. Only the Director of OMS, the Acting Director, or other designated official, shall initial Administrator's and Secretary's correspondence on the last page of the salmon copy in the lower right corner (Style Manual, p. 11). However, when Administrator's or Secretary's correspondence originates in another bureau and is submitted to OMS for clearance, appropriate Branch or Staff Division Chiefs (or other authorized officials), as well as the Director, shall initial in the lower right corner of the last page of the salmon copy.



*Office Memorandum* • UNITED STATES GOVERNMENT

TO : John Doe, Chief, Division of Agricultural  
Statistics, BAE

DATE: (Inside the  
(Department))

FROM : Charles E. Gage, Tobacco Branch, OMS

SUBJECT:

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Charles E. Gage, Chief, Tobacco Branch,  
OMS

DATE: (Between Washington)  
( and Field )

FROM : Francis D. Cronin, Regional Director, OMS,  
150 Broadway, New York 7, N. Y.

SUBJECT:

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director, Bureau of Foreign and Domestic  
Commerce, Commerce Department

DATE: (Outside the )  
(Department )

FROM : Chief, Tobacco Branch, Office of Marketing  
Services, WFA

(in Washington)

SUBJECT:

For Number: Standard Form No. 64

Title: Office Memorandum

Actual Size: 5 $\frac{1}{4}$ " x 8" and 8" x 10 $\frac{1}{2}$ "

Printed: 1 page, 1 side

Preparation: Original only. Copies on thin paper as required.

Distribution: Original only to addressee with thin paper copies as  
required.

DISTRIBUTION: A,W,R,D,B



Leave adviser notified that total leave charge exceeds leave credit.





Insert branch staff  
division name

Leave Record. Temporary Employee  
James J. Moore, appointed March 6, 1945  
4 months. Pay periods 1st-15th and 16th-30th

| Moore James J.                                     |  |  |  |  |  |  |  |  |  | Temp. 4 mds. 3-6-45 P/A             |  |  |  |  |  |  |  |  |  | 8  |  | 1945          |  |
|--|--|--|--|--|--|--|--|--|--|-------------------------------------|--|--|--|--|--|--|--|--|--|--|--|---------------|--|
| Agency credits leave at end of each service month. |  |  |  |  |  |  |  |  |  |                                     |  |  |  |  |  |  |  |  |  |  |  |               |  |
| Form 70A—OCT. 1944—C. & C.                         |  |  |  |  |  |  |  |  |  | Form 70A—OCT. 1944—C. & C.          |  |  |  |  |  |  |  |  |  | FORM APPROVED—BUDGET BUREAU NO. 24-10-11 |  | CALENDAR YEAR |  |
| LAST NAME FIRST NAME MIDDLE INITIAL                |  |  |  |  |  |  |  |  |  | LAST NAME FIRST NAME MIDDLE INITIAL |  |  |  |  |  |  |  |  |  | TOUR OF DUTY                             |  | CALENDAR YEAR |  |
| MOORE JAMES J.                                     |  |  |  |  |  |  |  |  |  | TEMP. 4 MDS. 3-6-45                 |  |  |  |  |  |  |  |  |  | P/A                                      |  | 8             |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |
| JAN  |  |  |  |  |  |  |  |  |  | FEB                                 |  |  |  |  |  |  |  |  |  | MAR                                      |  | APR           |  |
| MAY  |  |  |  |  |  |  |  |  |  | JUN                                 |  |  |  |  |  |  |  |  |  | JUL                                      |  | AUG           |  |
| SEP  |  |  |  |  |  |  |  |  |  | OCT                                 |  |  |  |  |  |  |  |  |  | NOV                                      |  | DEC           |  |





FRONT

|  |   |   |
|--|---|---|
| NAME <u>Anderson, Jane P.</u><br><small>(Print or type--Last, First, Middle Initial)</small>   |   | DATE <u>June 18, 1945</u>   |
| ORGANIZATIONAL UNIT <u>Personnel Division, Placement Unit</u>  |   |   |
| TYPE   | <input type="checkbox"/> Annual           | <input type="checkbox"/> Without Pay  |
| of LEAVE   | <input checked="" type="checkbox"/> Sick* | <input type="checkbox"/> Other (Specify) _____                                      |
| NO OF HOURS <u>40</u> TO BEGIN: <u>June 12<sup>th</sup> 9</u> A.M.<br><small>(Month, Date, Time)</small> P.M.  |   | TO END: <u>June 16<sup>th</sup> 5:30</u> P.M.<br><small>(Month, Date, Time)</small> |
| NOTE: ANNUAL LEAVE AUTHORIZED IN EXCESS OF THAT TO YOUR CREDIT WILL BE CHARGED TO LEAVE WITHOUT PAY.   |   |   |
| *I CERTIFY THAT THIS ABSENCE WAS DUE TO <input checked="" type="checkbox"/> ILLNESS WHICH INCAPACITATED ME FOR DUTY;<br><input type="checkbox"/> MEDICAL, DENTAL OR OPTICAL TREATMENT BY _____<br><small>(Name of Practitioner)</small><br>(IF ABSENCE WAS IN EXCESS OF 3 DAYS, OBTAIN MEDICAL CERTIFICATE OR STATE, UNDER "REMARKS", WHY CERTIFICATE WAS NOT OBTAINED.) |   |   |
| <u>George T. Johnstone</u><br><small>(Supervising Officer)</small>   |   | <u>Jane P. Anderson</u><br><small>(Signature of Employee)</small>                   |
| S. F. No. 71<br>October 1944   | APPLICATION FOR LEAVE                     | Form approved<br>Budget Bureau No. 50-R022  |

BACK

|  |                                     |
|--|-------------------------------------|
| <b>CERTIFICATE OF PHYSICIAN OR PRACTITIONER</b>  |                                     |
| I CERTIFY THAT _____ WAS UNDER MY PROFESSIONAL CARE  |                                     |
| FROM _____, 19____, TO _____, 19____, INCLUSIVE<br><small>(Month and Day)</small>                          | <small>(Month and Day)</small>      |
| _____<br><small>(Date)</small>   | _____<br><small>(Signature)</small> |
| _____<br><small>(Address)</small>  |                                     |
| REMARKS: <u>Could not obtain the services of a doctor.</u><br><u>Used treatment previously prescribed.</u> |                                     |

Form Number: SF-71  
 Title: Application for Leave  
 Actual Size: 3" x 5"  
 Printed: 1 card, both sides

PREPARATION: Prepared by employee in original only.

DISTRIBUTION: Given to Leave Supervisor.

DISTRIBUTION: A, W, AND LEAVE SUPERVISORS

PROCEDURE COVERING USE:  
31B.2



## TIME AND ATTENDANCE REPORT

**Standard Form 72**  
**October 1944**  
**U. S. CIVIL SERVICE COMMISSION**

Form approved.  
Budget Bureau No. 10-1023

See reverse side for certification of sick leave.

Code  
V—Full day worked  
A—Annual leave  
S—Sick leave  
O—Other leave with pay  
W—Leave without pay

SUS—Suspension  
AWL—Absence without leave  
C—Compensatory overtime leave  
CT—Compensatory time worked  
OT—Paid overtime worked

[illegible]

REMARKS - All court house turn 20. 06-7-59 to form court clerk furnished 1 copy that attendances and absences recorded above are correct and that all overtime and 1<sup>st</sup> ca. were approved in accordance with existing law and regulations.

2/54SP-900 am to 530 PM  
 3/4WOP-900 am to 530 PM  
 4/24WOL 900 am to 530 PM.

Supervisor.

Form Number: SF-72

Title: Time and Attendance Report

Actual Size: 8" x 10 1/2"

Printed: 1 page, both sides. (See back of form on reverse of this sheet.)

PREPARATION: Original and one copy. Place carbon between two sheets so that initials of employee will show on carbon also. Prepared by Leave Supervisor; initialed by employee.

DISTRIBUTION: Original and copy to Finance Office; copy returned to branch or staff division.

DISTRIBUTION: A, W, AND LEAVE SUPERVISORS

PROCEDURE COVERING USE:  
318.3



I, the undersigned, certify that the absence covered by the dates opposite my signature was due to illness which incapacitated me for duty.

[illegible]

If reporting periods are for dates other than those printed on the form, strike out the printed dates and insert appropriate dates in the blank spaces immediately below.

Each date box is divided into two parts. The upper half is to be filled in as follows.

- |    |     |
|----|-----|
| 4A | 4QT |
| 4A | 4QT |
- 
- |   |     |
|---|-----|
| ✓ | 4QT |
|---|-----|

In applying for annual leave, employee initials prior to absence except in emergency. For sick leave he initials upon return to duty and signs certificate on the form or furnishes medical certificate as required. In case of absence covering several days, he initials under the last date absent.

On the last day of the reporting period:

1. Enter totals of each type of absence for each employee in summary columns; also totals of authorized overtime. Total all summary columns. (The three blank summary columns are provided for use in reporting totals of compensatory overtime leave, compensatory time worked, paid overtime worked, or such other additional items as the agency may wish to add.)
2. Enter under "Remarks" any necessary explanatory matter which cannot be shown in the body of the form.
3. Report will be certified by the supervisor or other authorized person and submitted promptly to the central leave or pay-roll office as directed.

Standard Form 72a  
U. S. CIVIL SERVICE COMMISSION

Form approved.  
Bureau No. 54-1024

## TIME AND ATTENDANCE REPORT

See reverse side for certification of sick leave.

Code  
V—Full day worked  
A—Annual leave  
S—Sick leave  
O—Other leave with pay  
W—Leave without pay  
SUS—Suspension  
AWL—Absence without leave  
C—Compensatory overtime leave  
OT—Paid overtime worked

| Period ending      | Division | Section or other unit |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | Location |             | Extension |  |  |
|--------------------|----------|-----------------------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----------|-------------|-----------|--|--|
|                    |          | 1                     | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 30 | 31       | TIME ABSENT |           |  |  |
|                    |          | 16                    | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |          | A           | W         |  |  |
| 1. Last Name First |          |                       |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |          |             |           |  |  |
| 2.                 |          |                       |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |          |             |           |  |  |
| 3.                 |          |                       |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |          |             |           |  |  |
| 4.                 |          |                       |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |          |             |           |  |  |
| 5.                 |          |                       |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |          |             |           |  |  |
| 6.                 |          |                       |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |          |             |           |  |  |
| 7.                 |          |                       |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |          |             |           |  |  |
| 8.                 |          |                       |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |          |             |           |  |  |
| 26.                |          |                       |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |          |             |           |  |  |
| REMARKS:           |          |                       |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |          | TOTALS:     |           |  |  |

I certify that attendances and absences recorded above are correct and that all overtime and leave were approved in accordance with existing laws and regulations.

Supervisor.

Form Number: SF-72a  
Title: Time and Attendance Report

Actual Size: 10 1/2" x 16"  
Printed: 1 page, both sides. (See back of form on reverse of this sheet.)

PREPARATION: Original and one copy. Place carbon between two sheets so that initials of employee will show on carbon also. Prepared by Leave Supervisor; initialed by employee.

DISTRIBUTION: Original and one copy to Finance Office; copy returned to branch or staff division.

DISTRIBUTION: A, W, AND LEAVE SUPERVISORS

PROCEDURE COVERING USE:  
31B.3

## INSTRUCTIONS

Prepare one copy to be available on the first day of each reporting period, listing name of each employee, exactly as it appears on official records.

If reporting periods are for dates other than those printed on the form, strike out the printed dates and insert appropriate dates in the blank spaces immediately below.

## MAINTENANCE

Each date box is divided into two parts. The upper half is to be filled in as follows:

- (a) A check mark (✓) indicates a full day's work (normal tour of duty). For part-time employees always show the exact number of hours worked.
- (b) Number of hours absent, followed by the proper symbol to denote type of absence.  
(The use of additional codes, i. e., T—tardiness; OB—official business; CO—Court leave, etc., is optional.)
- (c) When reporting number of hours of authorized overtime worked, show in addition to check mark for regular attendance, the number of hours of overtime worked followed by symbol for the type of overtime, for example:

✓ 401

|     |     |    |
|-----|-----|----|
| 4 A | 401 | 88 |
|-----|-----|----|

(The reporting of overtime on this form is optional.)

The lower half of each box is to be filled in as follows:

In applying for annual leave, employee initials prior to absence except in emergency. For sick leave he initials upon return to duty and signs certificate on the form or furnishes medical certificate as required. In case of absence covering several days, he initials under the last date absent.

## SUBMISSION OF REPORT

On the last day of the reporting period:

1. Enter totals of each type of absence for each employee in summary columns; also totals of authorized overtime. Total all summary columns. (The three blank summary columns are provided for use in reporting totals of compensatory overtime leave, compensatory time worked, paid overtime worked, or such other additional items as the agency may wish to add.)
2. Enter under "Remarks" any necessary explanatory matter which cannot be shown in the body of the form.
3. Report will be certified by the supervisor or other authorized person and submitted promptly to the central leave or pay-roll office as directed.



AD-202  
(Revised 5-4-44)UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF MARKETING SERVICES, W.F.A.  
(Bureau or office)

Authorization

No. LEAVE BLANK

## AUTHORIZATION—TRAVEL

JANUARY 1, 1945

Name JOHN DOE

Title BUDGET ANALYST

BUDGET AND ORGANIZATION DIVISION

Official station WASHINGTON, D. C.

5058-1-52-00-04-01-2

\$500.00

You are authorized to travel and incur necessary expenses in accordance with law, Department Regulations, and Standardized Government Travel Regulations, subject to the following limitations:

Beginning on or about: JANUARY 1, 1945

Ending on or about: JUNE 30, 1945

Itinerary: 1. FROM WASHINGTON, D.C. TO POINTS WITHIN THE MIDWEST REGION AS OFTEN AS MAY BE NECESSARY, AND RETURN TO WASHINGTON, D.C.

2. FROM WASHINGTON, D.C. TO THE FOLLOWING POINTS AND RETURN TO WASHINGTON, D.C.  
"COLUMBUS, OHIO AND CHICAGO, ILLINOIS"

or 3. FROM WASHINGTON, D.C. TO CHICAGO, ILLINOIS

Purpose: 1. TO ASSIST IN THE PREPARATION OF BUDGET ESTIMATES

or 2. TO ASSIST IN THE PREPARATION OF REPORT ON OMS ACTIVITIES

or 3. TRANSFER OF OFFICIAL STATION FROM WASHINGTON, D.C. TO CHICAGO, ILLINOIS  
EFFECTIVE UPON ARRIVAL. a/THIS TRANSFER COMES UNDER SECTION 2(a) OF WAR  
Per diem allowance: \$6.00 SERVICE REGULATION IX.

The paragraphs applicable under this authority are

(Indicate paragraphs)

1. In lieu of travel by common carrier or Government-owned vehicle you are authorized to travel by privately owned automobile, for which you will be allowed:

(a) \_\_\_\_\_ cents per mile in lieu of all other transportation costs, provided that such allowance plus per diem shall not exceed cost of travel by common carrier plus per diem charges that would have been incurred if common carrier had been used.

(b) \_\_\_\_\_ cents per mile in lieu of all other transportation costs; such mode of transportation has been administratively determined to be more economical and advantageous to the United States.

(c) Actual expenses for gasoline and oil.

(d) Actual expenses for gasoline and oil within the corporate limits of your official station.

2. Employ temporary assistants:

(a) Subject to Civil Service rules and Department Regulations.

(b) Unskilled laborers to be employed not over \_\_\_\_\_ days, and other assistants not over \_\_\_\_\_ days in any one year.

3. Purchase necessary supplies and incur necessary incidental expenses.

4. The change of official station indicated is effected in the interest of the Government and not for your personal convenience.

5. In connection with change of official station, you are authorized to transport your household goods and personal effects, subject to the weight limits, restrictions, and provisions of Department Regulations. (Subject to the authorization or approval of the Secretary of Agriculture.)

"By express, articles required for immediate use at new official station"

a. On transfer to OMS from another agency, if the personnel notification shows that the transfer comes under Section 2(a) of War Service Regulation IX, this statement must be included on the authorization.

Signature and title of approving officer

Form Number: AD-202

Actual Size: 8" x 10½"

Title: "Authorization-Travel"

Printed: One page; front

Preparation: Regular travel; a signed original and four facsimile copies. Foreign travel; a signed original and six facsimile copies. As sub-letter of authorization; a signed original and three facsimile copies. For transportation of household goods; a signed original and seven facsimile copies. One extra copy shall be prepared under each of the following conditions:

1. When an advance of travel funds is requested.
2. For the War Food Administrator's files when his approval is required. (Travel of non-government employees on official business).
3. When regional or field station authorizations require processing for further signatures.
4. When travel is to be made by privately owned auto. (This does not apply to sub-letters).

Distribution: Regular travel and sub-letter of authorization; Originating office transmits signed original and all copies to Fiscal Division for numbering and obligation of funds. Foreign travel; Originating office transmits signed original and all copies to Administrative Services Division for clearance. Transportation of household goods; After administrative approval, transmits signed original and six copies to Fiscal Division for numbering and obligation of funds; one facsimile copy to Administrative Services Division to initiate action for movement of the goods.

Further distribution by Fiscal Division: Obligated original to employee - One obligated copy to originating office - One obligated copy to Administrative Services Division. ("Action" copy to carry out the movement on transportation of household goods)

Distribution: A, W-02, R-02  
W-05, R-05

Procedure covering use: 130.C, 131.A, 131.B, 137.A, 451.1, 451.2

The allotment code and amount of funds obligated will be shown on original and all copies except the first facsimile copy

For transportation of household goods on change of official station paragraphs 4 x 5 should be indicated

When express is necessary and authorized add the following paragraph

To be filled in by  
Fiscal DivisionUse  
Appointment  
TitleDelete Parenthetical  
Enclosure



AD-206

UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF MARKETING SERVICES, W.F.A.  
(Bureau or office)

Authorization

## AUTHORIZATION—AMENDMENT

No. FILL IN ←JUNE 15, , 1945Name JOHN DOE Title BUDGET ANALYSTBUDGET AND ORGANIZATION DIVISION Official station CHICAGO, ILLINOIS5058-1-52-00-04-01-3

\$500.00

Letter of authorization issued to you on JANUARY 1, , 1945, is hereby amended as follows:Date effective JULY 1, , 19 45 Duration DECEMBER 31, 1946

TO EXTEND EXPIRATION DATE OF AUTHORITY FOR MOVEMENT OF HOUSEHOLD GOODS ON TRANSFER  
OF OFFICIAL STATION

Form Number: AD-206  
Title: "Authorization-Amendment"  
Actual Size: 8" x 10½"  
Printed: One page; front

## Preparation:

- Regular travel; a signed original and four facsimile copies.  
Foreign travel; a signed original and six facsimile copies.  
For transportation of household goods; a signed original and seven facsimile copies.  
One extra copy shall be prepared under each of the following conditions:
1. When an advance of travel funds is requested.
  2. For the War Food Administrator's files when his approval is required.  
(Travel of non-government employees on official business).
  3. When regional or field station authorizations require processing for further signatures.
  4. When travel is to be made by privately owned auto.

## Distribution:

- Regular travel; Originating office transmits signed original and all copies to Fiscal Division for numbering and obligation of funds.  
Foreign travel; Originating office transmits signed original and all copies to Administrative Services Division for clearance.  
Transportation of household goods; After administrative approval, transmits signed original and six copies to Fiscal Division for numbering and obligation of funds; one facsimile copy direct to Administrative Services Division to initiate action for movement of the goods.  
Further distribution by Fiscal Division:  
Obligated original to employee One obligated copy to originating office.  
One obligated copy to Administrative Services Division. ("Action" copy to carry out the movement on transportation of household goods).

Distribution: A, W-02, R-02  
W-05, R-05

Procedure covering use: 130.C, 131.A, 131.B, 451.1, 451.2

The allotment code and amount of funds obligated will be shown on original and all copies except the first facsimile copy

Reason for amendment must be stated

Same number as original authorization suffixed by a capital letter  
Use Appointment Title





|  |  |               |          |         |  |  |  |  |  |  |  |  |  |  |
|--|--|---------------|----------|---------|--|--|--|--|--|--|--|--|--|--|
| FORM FDA-812<br>(10-21-44)   |  |               |          |         | <b>WAR FOOD ADMINISTRATION</b><br>Office of Distribution<br><b>TRIAL PERIOD REPORT</b> |  |  |  |  | <b>SEC. B. (For Personnel Div. ONLY)</b><br>NAME OF EMPLOYEE<br>Keen, Vera |  |  |  |  |
| <b>SEC. A. ROUTING TO:</b>   |  |               |          |         |  |  |  |  |  | TITLE<br>Clerk-Stenographer  |  |  |  |  |
| Order  | Name   | Address       | Initials | Date    | BRANCH OR DIVISION<br>Any Branch   |  |  |  |  |  |  |  |  |  |
| 1  | John Doe<br>(Branch or Field Office Head)                | Chicago, Ill. | J.D.     | 11/3/44 | HEADQUARTERS<br>Chicago, Illinois  |  |  |  |  |  |  |  |  |  |
| 2  | C. H. Blank<br>(Supervisor - Rating Officer)             | Chicago, Ill. | C.H.B.   | 11/4/44 | GRADE<br>CAF-3   |  |  |  |  |  |  |  |  |  |
| 3  | R. M. Smith<br>(Reviewing Officer)                       | Chicago, Ill. | R.M.S.   | 11/6/44 | SALARY<br>\$1620   |  |  |  |  |  |  |  |  |  |
| 4  | Regional Personnel Division<br>Administrative Officer in |               |          |         | PERIOD COVERED (CHECK ONE)   |  |  |  |  |  |  |  |  |  |
| 5  | Washington, D.C., if necessary                           |               |          |         | <input checked="" type="checkbox"/> 3 MONTHS <input type="checkbox"/> 6 MONTHS         |  |  |  |  |  |  |  |  |  |
| <b>SEC. C. (To be filled in by Supervisor)</b>   |  |               |          |         |  |  |  |  |  |  |  |  |  |  |
| 1. List briefly the most desirable characteristics the employee displays in his work.<br><br>Careful in taking dictation and transcribing accurately. Uses good English. Also displays good judgment and is poised in personal contacts. Shows considerable initiative and is quick to learn most tasks.   |  |               |          |         |  |  |  |  |  |  |  |  |  |  |
| 2. What characteristics are evident in the employee's work that you would like to see improved?<br><br>Speed in typing, especially in preparing statistical data, is not always up to standard.<br><br>Sometimes too impatient and makes errors as a result of haste.  |  |               |          |         |  |  |  |  |  |  |  |  |  |  |
| 3. How do you plan to help the employee improve himself in these characteristics?<br><br>Suggest practice in statistical typing.<br>Prepare a job breakdown for some of the more difficult operations and give more training.<br>Haste and impatience will be overcome as employee is more sure of herself. She needs more help and frequent checking of her work. |  |               |          |         |  |  |  |  |  |  |  |  |  |  |
| 4. List training aids or materials you need for training this employee.<br><br>As indicated by employee, orientation materials covering the work of OMS would be helpful.<br>Also, please send several additional copies of the pamphlet "Easier Typing." Do you have any training outlines on the Stenographic Manual?  |  |               |          |         |  |  |  |  |  |  |  |  |  |  |
| 5. No. of supervisors employee had prior to you.      None   |  |               |          |         |  |  |  |  |  |  |  |  |  |  |
| 6. As a new employee, his work has been (check which)<br><input type="checkbox"/> Outstanding <input checked="" type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory   |  |               |          |         |  |  |  |  |  |  |  |  |  |  |
| <i>R. M. Smith</i><br>Signature of Reviewing Officer   |  |               |          |         |  |  |  |  |  | <i>C. H. Blank</i><br>Signature of Supervisor                              |  |  |  |  |

Form Number: FDA-812

Actual Size: 8" x 10½"

Title: "Trial Period Report"

Printed: 1 page, both sides

PREPARATION: Original only. Completely fill out sections as required in OMS Manual Instruction 317.A.

 DISTRIBUTION: Washington - Personnel Division will send to Administrative Officer  
 Field - Field Personnel Office will mail to Branch or Division Chief or officer in charge of field station.

DISTRIBUTION: A, W, R, D, B

 PROCEDURE COVERING USE:  
 317. A

SEC. D. (To be filled in by Employee)

1. In what activities have you engaged during this period?

Taking dictation from supervisor and assistant.  
Setting up subject matter files for section.  
Typing reports, memoranda, and tabulations.  
Cutting stencils for form letters, charts, and manuals.  
Devising form letters to cover certain types of outgoing correspondence.

2. What skills have you developed during this period?

Cutting stencils, a job I have never done before.  
Devising form letters. I had some experience in this before,  
but I think I have learned how to simplify forms.

3. What jobs have been most interesting to you?

Devising form letters.  
Setting up files by subjects, mostly because I learn a great deal about the organization when I review the correspondence.

4. On what problems or skills in which you have engaged, do you need additional help?

Whenever I have reports requiring tabulations of figures (about 4 days a month), I feel the need of increasing my speed. I am very slow at this work.  
Also, I would like to know more about the organization and the various branches. I have made mistakes at times due to my confusion about the different branches and divisions.

*Vera Keen*

Signature of Employee

Clerk-Stenographer (Secretary)  
Title



|  |  |               |          |   |  |  |
|--|--|---------------|----------|---|--|--|
| <b>WAR FOOD ADMINISTRATION</b><br>Office of Distribution<br><b>FINAL TRIAL PERIOD REPORT</b>   |  |               |          |   | <b>SFC. E. (For Personnel Div. ONLY)</b>     |  |
| FORM FDA-813<br>(10-21-44)   |  |               |          |   | NAME OF EMPLOYEE<br>Quick, Mary              |  |
| <b>SEC. A. ROUTING TO:</b>   |  |               |          |   | TITLE<br>Clerk-Typist                        |  |
| Order  | Name   | Address       | Initials | Date  | BRANCH OR DIVISION<br>Any Branch             |  |
| 1.   | Robert H. Roe  | Chicago, Ill. | R.H.R.   | 11/8/44   | HEADQUARTERS<br>Chicago, Illinois            |  |
| 2.   | Charles M. Lowe                                      | Chicago, Ill. | C.M.L.   | 11/9/44   | GRADE<br>CAF-2                               |  |
| 3.   | R. F. Barnes   | Chicago, Ill. | R.F.B.   | 11/10/44  | SALARY<br>\$1440                             |  |
| 4.   | Regional Personnel Division                          |               |          |   | PERIOD COVERED<br>FROM: 2/10/44 To: 12/10/44 |  |
| 5.   | Administrative Officer in Wash., D. C., if necessary |               |          |   |  |  |
| <b>SEC. C. (To be filled in by Supervisor)</b>   |  |               |          |   |  |  |
| 1. Consider the elements you marked plus (+) on Standard Form 51. How are they reflected in the Employee's work? (If none marked plus, consider the strongest elements)<br><br>Element Pattern No. 30. Elements 4, 7, 12 plussed. Miss Quick is an accurate, neat typist, with capacity to do much more difficult clerical work than her present duties require.   |  |               |          |   |  |  |
| 2. How are the elements marked minus (-) reflected in the Employee's work? (If none marked minus, consider the weakest elements)<br><br>Element No. 16 minus. Miss Quick is a skillful, experienced typist, who completes her assignments long before the other typists in the office. Typing is of a routine nature, but a great volume is processed during the day. Miss Quick is openly contemptuous of the relative slowness of the other typists, and a morale problem has developed. |  |               |          |   |  |  |
| 3. What has been done to help the employee improve himself in the weak elements?<br><br>It was intended to train Miss Quick for a supervisory position in anticipation of the resignation, for personal reasons, of the present pool head. However, the present pool head has now decided to remain. This disappointment has undoubtedly contributed to Miss Quick's boredom in her work, and resulting lack of cooperativeness in the common job.   |  |               |          |   |  |  |
| 4. Recommendations: (Consider further training, placement in other fields, continuation in present assignment, termination)<br><br>With proper chance for advancement and full utilization of her skills, I feel that Miss Quick will prove a valuable employee. Recommend that she be placed in another section where such utilization of her skills is possible, since there is no opportunity for advancement in our Section as it is now organized.                                    |  |               |          |   |  |  |
| <i>R. F. Barnes</i><br>Signature of Reviewing Officer  |  |               |          | <i>Charles M. Lowe</i><br>Signature of Supervisor |  |  |

Form Number: FDA-813

Actual Size: 8" x 10½"

Title: "Final Trial Period Report"

Printed: 1 page, both sides

**PREPARATION:** Original only. Completely fill out sections as required in OMS Manual Instruction 317.A.

**DISTRIBUTION:** Washington - Personnel Division will send to Administrative Officer  
 Field - Field Personnel Office will mail to Branch or Division Chief or officer in charge of field station.

**DISTRIBUTION:** A, W, R, D, B

**PROCEDURE COVERING USE:**  
 317. A

SEC. D. (To be filled in by Employee)

1. In your opinion do you consider your performance in your position to be: (Check one)

☐ Poor ☐ Fair ☐ Good ☐ Very Good ☒ Excellent

2. What additional training or experience do you need?

None — anybody can type certificates accurately after doing them for an hour.

3. Have you discussed these needs with your supervisor?

☒ yes ☐ no.

4. REMARKS:

I like a variety of typing. At the office where I worked before working for the government, I typed long reports, tabulated summaries of figures, copied from rough drafts, typed stencils and postcards, etc. Typing hundreds of certificates daily, as I do now, is too boring. I thought I would do more than that in my present job. Other girls in the office have had little experience and don't get too bored doing the job, but I do.

I thought for a while I would work up to take over when Mrs. White, head of the typists, resigned, but Mrs. White has now decided to stay. I just get tired of doing such work—it's necessary, I know, but it's too monotonous for me.

*Mary Quick*  
Signature of Employee

Clerk-Typist

Title